

Laptop Training Lab 2009 Grant Application Form

Project name	
Amount of funding requested	N/A
Library submitting this application	
Type of library	Public
Official with contracting authority	
Title	
Organization name, if different	
Mailing address	
City	
Zip	
Telephone	
Fax	
E-mail	
Project director	
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax	
E-mail	
Alternate e-mail	

We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by July 30, 2010. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

 Contracting Authority Signature/Date

 Project Director Signature/Date

**Laptop Training Lab
2009 Grant Application Form**

Federal employer/Tax ID# (IRS issued)	
Fiscal agent name	
Title	
Organization name	
Fiscal mailing address	
Fiscal city	
Fiscal zip	
Fiscal telephone	
Fiscal fax	
Fiscal e-mail	

As the Fiscal Agent, I am authorized by the applicant organization's governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

Fiscal Agent Signature/Date

Laptop Training Lab 2009 Grant

CRITERIA

Your library will qualify to apply if you answer yes to all of the following criteria. This completed form must be returned with your application in order for the application to be accepted for review.

<u>CRITERIA</u>		<u>Yes</u>	<u>No</u>
1.	The library has certified compliance with the Children's Internet Protection Act (CIPA) using the form located at http://www.secstate.wa.gov/library/libraries/libDev/technology/cipa.aspx#grant		
2.	The library has indicated the ability and commitment to use the granted equipment in training their patrons and staff.		
3.	The library will conduct at least one training and/or provide access to the training lab during the project period to provide support for people in hard times who need access to employment-related information, resources, and services.		
4.	The library has indicated the ability and commitment to maintain the equipment associated with the granted labs in functioning condition.		
5.	The library has indicated the ability and commitment to provide both a suitable venue (Including high-speed Internet access) and permission for the use of the granted equipment in any WSL sponsored trainings.		
6.	The library has indicated quantifiable measures the library will use to determine whether the goals were accomplished		
7.	The application is complete—all questions are answered, all signatures obtained, all components of the application submitted.		
8.	The application is postmarked by Friday, November 20, 2009, or hand delivered by 4 p.m. Friday, November 20, 2009. (Applications postmarked or hand delivered after these dates will not be accepted for review. Faxed or emailed applications can not be used to meet submission deadlines.)		

Application Form

Please respond to the following:

1. Describe in general how the library will use the granted equipment in training patrons and staff members. Specifically describe how the library will use the training lab during the project period to provide support for people in hard times that need access to employment-related information, resources, and services.

Review and Evaluation

This question is worth **30 points**. Reviewers will look for:

- Clear identification of the library's current and past training efforts focused on these sectors.
- Realistic strategies and activities using the granted laptop lab to continue and/or expand training opportunities.

2. Describe how the library will maintain the equipment associated with the granted labs in functioning condition.

Review and Evaluation

This question is worth **30 points**. Reviewers will look for:

- Description of the size and complexity of library's current computer and network infrastructure.
- Evidence of ongoing support and maintenance for existing computers and network equipment and infrastructure.

3. Describe the library's ability to provide a suitable venue for use of the granted equipment in any WSL sponsored trainings. (e.g., Network connectivity? Seating capacity? Location? Any charges that may apply?)

Review and Evaluation

This question is worth **20 points**. Reviewers will look for:

- Description of existing training venues that would be made available including location and seating capacity.
- Internet connectivity and speed.
- Charges which may apply for use of facilities.

4. Identify what quantifiable measures the library will use to determine whether the goals were accomplished. At least one measure must be the number of participants in whatever program activities are planned. (Limit response to no more than one page.)

Review and Evaluation

This question is worth **20 points**. Reviewers will look for:

- Clear description of the evaluation procedures.
- Description of the statistics to be collected and analyzed and the method for collecting them.
- Measures that are quantifiable and appropriate for determining whether the project has been successful in achieving the desired outcomes.
- At least one measure that includes the number of participants in whatever program activities are planned.